FISCAL YEAR 2011 CIVILIAN APPROPRIATIONS
INSTRUCTIONS FOR COMPLETING THE FORM
OFFICE OF SENATOR BILL NELSON

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Introduction

I look forward to working with you to ensure that Florida's priorities are well represented and adequately funded in appropriations bills for the 2011 fiscal year, and I appreciate your efforts to complete this form. As I work to encourage the Senate Appropriations Committee to support Florida's federal funding requests, I rely heavily on the information that you provide to me. Please note that this form is for projects that may be funded in any of the nine civilian appropriations bills which are typically earmarked and their primary areas of jurisdiction, including:

Agriculture: U.S. Department of Agriculture

Commerce-Justice-Science: Departments of Commerce and Justice

Energy and Water: Army Corps of Engineers and Department of Energy

Financial Services and General Government: Departments of Treasury and Judiciary

Interior: Department of Interior and Environmental Protection Agency

Labor-HHS-Education: Departments of Labor, Health and Human Services, and Education

State & Foreign Operations: State Department

Homeland Security: Department of Homeland Security

Transportation, Housing and Urban Development: Departments of Transportation (includes Federal Aviation Administration, Federal Transit Administration, and Federal Highway

Administration) and Housing and Urban Development

Projects that may receive funding from the Department of Defense and Military Construction Appropriations bills will require a different form, which is also available on my website. In keeping with congressional custom, I do not usually request earmarks in the Legislative Branch appropriations bill. For your convenience, detailed instructions for completing the request form are provided below, along with answers to frequently-asked-questions (FAQs).

The Senate and House Appropriations committees have announced reductions in earmarks for FY2011; as such, I have chosen to focus on those areas which are important to Florida's economy and environment.

Also, special consideration will be given to projects which are regional in nature and have more than one sponsor or supporter. Examples include: projects sponsored by a city and endorsed by the county and metropolitan planning organization, projects sponsored by a university and partnered with a non-profit organization or local school district, projects which span more than one city or county and are formally endorsed by most or all.

Completing the Form
Due: Friday, February 26, 2010

Requests will only be accepted from government entities and non-profit organizations, including colleges or universities.

When completing the form, please be sure to complete all fields. If you do not know the answer, insert a question mark (?). If the answer does not apply, insert N/A. If the form asks for prior funding levels and your project has not received federal funding in the past, insert 0.

Always use numerical dollar amounts, such as $1,000,000, instead of $1mil. Your form may not submit correctly without whole dollar figures.

General Information: The top section is fairly self-explanatory. "Project" is your name for the project, or the name by which you want the project specifically identified. This may be the name by which the funding agency also knows the project. The second section is the most important part of the form. Accurate and complete information provided here ensures that if additional funding is provided, it goes into the correct account for the correct purposes.

Summary: Provide a brief (no more than 100 words) explanation of what the funds will be used for, starting with "*Funds will be used for…"* or "*To…"*, such as "*Funds will be used for the renovation and expansion of the health center and pharmacy.*"

Justification for Funding: Provide an in-depth explanation of why the project requires or merits federal funding (no more than 250 words). Please feel free to provide additional supporting

documents with further detail, but note that this is my primary source of information about your project.

In your "Justification," please take care to address why your project is a valuable use of taxpayer funds, and how it fulfills at least two of the following:

- Promoting Innovation in Aerospace and Aviation
- Developing and Providing Clean, Efficient, American Energy
- Modernizing Roads, Bridges, Transit and Waterways
- Improving Access to Education and the Quality of Education
- Lowering Healthcare Costs
- Helping Workers Hurt by the Economy
- Improving the Environment
- Helping to Reduce Crime
- Advancing Science and Technology

Also, for the bills listed below, please address the respective detailed questions.

Energy and Water Development
- For energy-related projects: Will funds be used to execute tangible research? Does the project demonstrate new technologies or established technology in a new way?

- For Army Corps of Engineers: Is this project authorized and is it a new start?

Interior and Related Agencies
- For STAG projects: Will you be able to provide the appropriate match?

Transportation, Housing and Urban Development
- For transportation: Is this project on FDOT's five-year plan, or have you submitted a project fact sheet to your local FDOT office?

- For funding requests through HUD's Economic Development Initiative (EDI), does the project eliminate slums and blight; expand or improve community services; modify the utilization of land and other natural resources; restore or preserve historic properties; or reduce the isolation of income groups?

Without all of this specific information, your request may be considered incomplete and therefore withdrawn from consideration.

Optional Bill and/or Report Language Request: Requests for specific language in a Bill or Conference Report is only necessary in special circumstances where clarification (typically found in Report Language) or direction (typically found in Bill Language and has the force of law) of funds is required. A language request may lay out for a federal agency the purpose of additional or earmarked funds in the authorization or appropriation. For example, "*…an additional $300,000 is provided only for the establishment of a high-tech training center….*"

Requested Appropriations Bill: Bill (listed above) which funds the federal agency with responsibility for the account from which you are requesting assistance. See above for agencies and functions.

Requested Account in Bill: Generally, Congress provides appropriations in lump-sum amounts by grouping related activities together (generally referred to as accounts) and providing budget authority for each account it chooses to fund.

Amount of Federal Funding Requested for Fiscal Year 2011: How much federal funding you are requesting for this specific project.

Project Funding History: Indicate how much support you have received for each of the last four years ONLY for this project. Leave prior years blank if this is the first year of your request. If you received a congressional earmark in any of these years, enter the amount in whole dollars in the appropriate column(s). For any year you received an appropriation, complete all columns for that year, indicating zero if funding was not provided.

Minimum FY2011 Federal Funding Required: In the event the full amount requested cannot be approved, please indicate the minimum dollar amount of Federal funds needed in FY2011 to sustain the project.

Is this Included in the President's Budget Request: If this specific project is fully or partially funded in the President's FY2011 budget request, click "Yes" If your project is unfunded, click "No."

Anticipated Future Funding Requests: Is this a one-year or multi-year project? If you anticipate funding requests in future years, how much will you request?

Total Cost of the Project: Please provide the total amount of funds needed to complete the project. If the total cost of the project is unknown, please provide an estimate for the total cost of the project over the next 5 years.

Total Jobs Created By the Project: Please provide an estimate of the total amount of jobs created by the project.

Local, State and Private Funding Sources and Amounts: How much, if any, local, state, and/or private cost-sharing does the project have?

Other Federal Funding Sources and Amounts: List any federal grants, awards, or dedicated funding the project receives. Include with whom you are working, or from whom you have requested additional funding for your project.

Other Senators/Representatives Approached: For this specific project, please list the other members of Congress you submitted a funding request to for FY2011.

Federal Agency Advocate: If possible, provide contact information for a federal agency contact who oversees/administers the project.

State Agency Advocate: If possible, provide contact information for a state agency contact who oversees/administers the project.

Saving and Submitting Your Form

Please **complete** a separate form for each project for which you are requesting federal funding. If you would like a copy of your submission, please click the print button at the bottom of the form before submitting. While additional background materials are very helpful to me, I would appreciate it if you would limit supporting documents to five pages or less. Supporting documents may be sent to civilian_appropriations@billnelson.senate.gov.

Fiscal Year 2011 Appropriations Timeline

January-Early February 2010
Visit http://www.billnelson.senate.gov to download my request form. I also encourage you to contact Senator George LeMieux and your Representative in the House regarding their appropriations request processes.

February 26, 2010
Submit completed request forms on my website by this date. Additional supporting documents may be sent to civilian_appropriations@billnelson.senate.gov.

March-April, 2010
I review your projects, and express my support for many of these projects directly to the Senate Appropriations Committee.

Summer 2010
The House and Senate Appropriations Subcommittees write their bills. My office works with the staff of those subcommittees to ensure inclusion of projects requested by municipalities, universities, nonprofit organizations, and agencies in Florida.

Fall to Winter 2010
Appropriations bills are considered by the Appropriations Committee, and later, by the full Senate. These bills, which will include many projects that have been requested by Florida organizations, are reconciled with their House versions and are signed into law.

Frequently Asked Questions (FAQs)

Who can submit a funding request?

What is the due date for submitting these forms?

How do I find out the status of my funding request?

Should I come to Washington, DC to discuss my funding request?

What kind of requests will you focus on?

What happens if I do not include these specifics in the justification for my funding request?

Who can I contact for questions or assistance with the appropriations webform?

Who can submit a funding request?
Requests will only be accepted from government entities and non-profit organizations including colleges or universities.

What is the due date for submitting these forms?
The due date is Friday, February 26, 2010. I base my deadline for receipt of civilian appropriations forms on the deadlines given to me by the Appropriations Subcommittee Chairs. The February 26th deadline allows sufficient time to review your requests prior to the mid-March and early April timeframe for the Senator's submission of request letters and forms to the Subcommittees. I am happy to continue to meet and accept additional documentation through mid-March, but it is important that I have your forms by February 26. *Please be aware that defense requests may have a different deadline.*

How do I find out the status of my funding request?
You are welcome to contact Bill Couch or Treon Glenn throughout the fiscal year to determine the status of the appropriations bills in general, or you may visit http://thomas.loc.gov for easy access to this information.

Should I come to Washington, DC to discuss my funding request?
It is not necessary to come to my Washington office to discuss your funding request. I would be happy to discuss your projects by phone – including via conference calls – and encourage you to call me to review your project. If you'd like to schedule a time to meet with staff, these meetings are most beneficial when they take place by mid-March. Unfortunately, I am unable to accompany you to meetings with Appropriations Subcommittee staff.

What kind of requests will you focus on?
Since the Senate and House Appropriations committees have announced reductions in earmarks for FY2011, I have chosen to focus on those areas which are important to Florida's economy and

environment. Principally, I will look for funding requests that fulfill at least two of the following goals:

- Promoting Innovation in Aerospace and Aviation
- Developing and Providing Clean, Efficient, American Energy
- Modernizing Roads, Bridges, Transit and Waterways
- Improving Access to Education and the Quality of Education
- Lowering Healthcare Costs
- Helping Workers Hurt by the Economy
- Improving the Environment
- Helping to Reduce Crime
- Advancing Science and Technology

What happens if I do not include these specifics in the justification for my funding request?

Your request may be considered incomplete and therefore withdrawn from consideration.

Who can I contact for questions or assistance with the appropriations webform?

Contact Bill Couch or Treon Glenn in my office at (202) 224-5274.